



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

POSTAL SERVICES SUPERVISOR

Job Number: 20001635

Job Code: 90730V161016

Job Group: 9000 - CLERICAL AND OFFICE MACHINE

Job Established: 05/01/1996

Job Revised: 10/16/2016

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides overall management of postal services within a state agency and supervises employees within the postal area; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of postal experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional administrative or postal experience will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to appointment in this classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials. (<http://transportation.ky.gov/driver-licensing/>)

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Oversees the postal area(s) and supervises employees to ensure efficient and economical operations. Analyzes postal operating procedures and recommends policy changes that will improve efficiency or reduce costs. Responsible for the maintenance of data and records. Compiles monthly reports and other reports as required. Interprets and enforces policies and procedures. Attends professional forums, training sessions and/or postal customer council meetings. Coordinates training activities for staff and assists with training for outside agencies. Acquires supplies and equipment as needed. Assists in preparation of vendor contracts. Assists in the interview/hiring process. Authorizes overtime and leave requests. Counsels employees on work-related matters and concerns. Evaluates job performance of subordinates. Issues oral and written reprimands and handles all disciplinary actions. Assists with special projects as needed.

UNIQUE PHYSICAL REQUIREMENTS:

Must have the ability to lift up to 70 pounds, move mail carts weighing up to 800 pounds, operate machinery which requires standing, walking and lifting above head.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title are required to travel daily picking up and delivering mail.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.